



# OFFICE OF THE ASSESSOR COUNTY OF LOS ANGELES

320 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012-2770  
(213) 974-3101  
assessor.lacounty.gov

**RICK AUERBACH**  
ASSESSOR

July 5, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**EXTENSION OF EXISTING INFORMATION TECHNOLOGY SUPPORT SERVICES  
MASTER AGREEMENT (ITSSMA) WORK ORDER FOR THE DEVELOPMENT OF THE  
ASSESSOR'S PARCEL CHANGE DETAIL LIST SYSTEM**

This is to advise you of our intent to request the Internal Services Department (ISD) to extend the term of ITSSMA Work Order 10-0144 with 3DI Systems from August 31, 2007 to February 29, 2008, and increase the maximum Work Order amount from \$299,999 to \$399,999. In accordance with ITSSMA Guidelines, prior Board notice is required for projects that will exceed \$300,000.

## **BACKGROUND**

The Work Order with 3DI Systems originally covered from October 18, 2005 to August 31, 2007, for a maximum of \$299,999, and was awarded to provide web development consulting services to assist the Assessor in developing a new Parcel Change Detail List (PCDL) System. The PCDL System will automate the paper work process between the Ownership Division and the Mapping Section. It will integrate parcel change operations for both organizations as well as the tracking of the parcel change status. It will essentially eliminate the manual preparation of the Parcel Change Detail List documents and replace the manual process on the Assessor's Intranet as an On-line data entry system. This system will also eliminate the manual data entry process to update the Assessor's Property Database by dynamically creating these electronic transactions.

The PCDL System consists of five major modules: Mapping PCDL, Ownership PCDL, Workflow, Parcel Change Transaction Request, and Reports. The Mapping PCDL and Ownership PCDL modules are completed. The remaining three modules have started and

the functionalities to be completed for these three modules are described in the Scope of Work below.

The Assessor's development of intranet applications is in line with the County's strategic goals and the department goals to maximize productivity through infrastructure development and new system development.

## **SCOPE OF WORK**

The consultant will continue to be assigned the development of the PCDL intranet site for the Ownership Division and Mapping Section. Specifically, the consultant will work on the programming validation of the business rules functionality for the Parcel Change Transaction Request module, the workflow management, and search engine functionalities of the Workflow module. Additionally, the consultant will work on the Report module for cancellations, resubmits, job transmittals to the mainframe, approved jobs, and aging reports broken down by 30, 60 and 90 day periods. Lastly, the consultant will complete System/User documentation and transfer of knowledge to the Assessor Information Technology Division staff. This turnover is essential in order to provide the necessary technical support to maintain the application.

## **JUSTIFICATION**

The Assessor's PCDL System is critical to the department's mission and daily operations. The PCDL system will be used by Assessor staff to enhance processing, increase productivity; and to assist department employees in providing quality service to the public. It is in keeping with one of the department's goals intended to maximize productivity.

The consultant has extensive knowledge of the PCDL system and possesses highly qualified system development experience. The extension of the Work Order with 3DI Systems is necessary to ensure completion of the department's PCDL System and to achieve the department's strategic goal of providing service excellence.

During the original term of the Work Order, the complexity of the program increased and additional business functions became evident as the consultant went further into the development process.

## **FISCAL IMPACT**

The amendment will extend the Work Order for six months to February 29, 2008 and increase the maximum amount by \$100,000. This amount will be sufficient to complete the job. The consultant's hourly rate will remain the same. Funding for this Work Order is included in the Assessor's Services and Supplies funding for fiscal year 2007-2008.

**CLOSING**

Consistent with ITSSMA policies and procedures, we are informing your Board of our intention to amend this Work Order. In two weeks time, we will instruct ISD to proceed with the amendment to the current Work Order. If there are any questions regarding this work order request, please have your staff contact Rick Mele, Director of Reengineering and Technology at (213) 974-9215.

Respectfully submitted,

*R.P.*  
*Rick Auerbach*

Rick Auerbach  
Assessor

Noted and Approved:

*Jon W. Fullinwider*

Jon W. Fullinwider  
Chief Information Officer

c: Director, Internal Services Department